



Charles County Ethics Commission

Rev. Robert Charles Buehler, Acting Chairman
Vonda James
Curt Springer
Mary (Cathy) Haynes Warfield

Barbara Loveless Holtz, County Attorney

Dear Official / Employee/ Member:

Chapter 170 of the Charles County Code of Ethics, as amended by Bill No. 2011-08 requires certain officials and employees and members of certain boards and commissions to annually file a Financial Disclosure Statement. The Ethics Commission received several concerns about the 2011 Financial Disclosure Form and has re-designed the 2012 Financial Disclosure Form in response of those concerns. We have created two separate Financial Disclosure forms. Form 1 is for County Elected Officials, Candidates for County Office, County Administrator, County Attorney, County Department Heads and members of the following boards, which receive stipends: Board of Electrical Examiners, Board of License Commissioners, Planning Commission and Housing Authority Board. Form 2 has been designed for qualifying employees as listed in Section 170.06 of the Code and members who volunteer on the remaining boards listed in Section 170.07 of the Code.

To that end, enclosed is your appropriate financial disclosure statement for Calendar Year 2012. Please follow the instructions for each form, answer the questions, print legibly, and only fill out the necessary Schedules that apply to you. **Return the original signed form, along with any attachments, to the Charles County Ethics Commission, c/o Gina Markovich, Clerk to the Ethics Commission, P.O. Box 2150, La Plata, Maryland 20646, no later than April 30, 2013.**

The Financial Disclosure Statement describes all interests, transactions and matters required to be disclosed by the Ethics Law throughout the annual reporting period. Financial Disclosure is required so that any conflicts of interest that might impact on the conduct of County business are identified and addressed before problems arise. Disclosure statements are made available to the public.

If at any time you may have a question about a conflict of interest, potential conflict of interest, or acceptance of a gift, you may request an advisory opinion from the Charles County Ethics Commission. Submit your written request to the Charles County Ethics Commission, P.O. Box 2150, La Plata, MD 20646 or via email to ethicscommission@charlescounty.org.

If you have any questions regarding the financial forms please do not hesitate to contact Gina Markovich, Clerk to the Ethics Commission at 301-645-0555.

Sincerely,

*CHARLES COUNTY
ETHICS COMMISSION*

P.O. BOX 2150
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